

Louisville CARES Application Instructions

Please complete the online application and upload the following materials where requested in the application documents:

- a. Application Certification and credit Report Authorization
- b. A credit report if one has been performed by another capital provider participating in the Applicant's project within the previous thirty (30) days.
- c. Tax returns for all owners, partners and guarantors for three previous tax years.
- d. Underwriting Model (There are detailed instructions in the Underwriting Model. Resources for completion of the document are included under the Resources tab.)
- e. Firm commitments to financing provided, where applicable, by other organizations, or copies of applications filed to receive funding from other organizations and financial institutions, along with an outline of project costs funded to the date of application for Louisville CARES financing.
- f. Deeds or leases for the properties on which the project will be constructed. If the property is under option, but has not yet closed, please provide a copy of the purchase agreement or option agreement.
- g. Evidence of Collateral, including evidence of ownership, including deeds to property and proof of value and ownership for financial assets offered as Collateral.
- h. Site development plans and specifications, if complete.
- i. A screenshot of the project in relation to the nearest bus stop on the TARC Map. (Reference Proximity to Nearest Bus Line and the TARC Map Instructions under the Resource tab.)
- j. Contact us in advance of submitting your application with the address of your property and we will plot the map in relation to the closest employment center. (Reference the Employment Center Map under the Resource tab.) We will provide you with a screenshot that you can upload to your application.
- k. Project timeline.
- l. Resumes of project team, including relevant experience developing Affordable Multi-Family Rental Housing or the type of project proposed, including Real Estate Owned (REO) schedules of the principals.
- m. A completed Project Scoring Workbook.
- n. Evidence that the Applicant is in good standing with the Louisville Metro Revenue Commission. (Email TaxHelp@MetroRevenue.org and request the certification.)
- o. Evidence that the Applicant is in good standing with the Louisville Metro Human Relations Commission. (Reference Human Relations Commission under the Resources tab.)

- p. Evidence that the Applicant, and other owners, officers, partners, and guarantors, and any affiliates, sister organizations or other businesses, whether for-profit or non-profit do not have unresolved violations under Louisville Metro Government's Property Maintenance Code on any properties owned by said individuals or organizations.

To do this, go to the Resources Tab and click on the Property Maintenance Code link.

Check the block for "property maintenance cases" and put in your address (note, put the street numbers in both boxes). Then click on "search on address."

If it says, "No results found! Please try another search," there are no open cases on the property.

- q. Documentation demonstrating that the property has not been flooded in the form of a flood determination letter. (See Flood Determination under the Resources tab.)
- r. Within one business day of application submission, please provide a check or money order for the application fee in the amount of \$500 made payable to Louisville Metro Government.